

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: September 30, 2015
NO: M17-15

CLASSIFICATION TITLE
CIVIL ENGINEERING TECHNICIAN I
(CIVIL ENGINEERING DEPARTMENT)

HOURLY RATE
Step 1 - \$15.85 progressing to Step 5 - \$22.24

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from the City of Canton website, www.cantonohio.gov under “City Government”, “City Services” and then on “Civil Service”. Applicants must submit a copy of their valid Driver’s License, a current, detailed resume, and unofficial college transcripts if applicable with the completed application, as well as any other documentation pertaining to this position **no later than OCTOBER 23, 2015 at 4:00 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, experience base, and knowledge of civil engineering relating to surveying, map reading, computer science, and any other related areas.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE.

SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen, or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Graduation from high school or G.E.D. equivalency. Experience in drafting and practical engineering work, preferably supplemented by technical courses in engineering/drafting or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be proficient in the utilization/manipulation of GIS as both a mapping and asset management tool.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of engineering, office, field and inspection principles and practices. Knowledge of mathematics. Ability to carry out oral and written instructions with minimum of detail. Willingness and aptitude for engineering work. Attention to detail. Physical ability to work out-of-doors under adverse conditions.

****NOTICE OF DRUG TESTING REQUIREMENT****

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as “safety sensitive”. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successfully passage of drug testing under the Commission’s control at applicant expense.

****** IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uninformed services, who has been honorably discharged from the uninformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person’s total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member’s initial entry-level training shall receive a credit of fifteen percent (15%) of the person’s total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

EDUCATION BONUS

Applicants who have completed an Associate’s Degree in any area and provide their degree will receive 5% additional credit, provided they make a passing score.

Applicants who have completed their Bachelor’s Degree in any are and provide their degree will receive 10% additional credit, provided they make a passing score.

RATING

Your name will be placed on a list of eligibles upon receiving a passing score. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

DUTIES

Performs limited duties in the office and in the engineering office and in field inspection and survey work. Serves as a skilled draftsman. Draws out plans and prepares preliminary estimates for sewer and street improvement. Reduces and plots field notes. Does recording and revisions of maps and plans. Serves as an inspector on construction projects. Prepares reports in conjunction with inspection work. Performs routine mathematical computations. Serves as rod man or chain man on survey crew. Operates blueprint and microfilm machines and other office machines as required. Knowledge of engineering, office, field and inspection principles and practices. Knowledge of mathematics. Ability to carry out oral and written instructions with minimum of detail. Physical ability to work out-of-doors under adverse conditions.